

Operations Council: SRNL Safety Steering Committee Charter

PURPOSE: The SRNL Safety Steering Committee is responsible for providing a cohesive approach to the management and coordination of the various programs and committees that make up the overall SRNL safety program.

SCOPE: The Committee provides leadership and guidance for SRNL safety programs and committees. As an integrating function, the Committee coordinates activities and enhances communication between the SRNL safety programs and committees.

Key responsibilities of the Committee include:

- Development of an annual safety plan for SRNL, including program and committee focus areas, training needs, schedules, etc.
- Coordination of priorities and schedules for the development of SRNL safety training packages
- Development of major safety performance indicators for SRNL
- Development of agenda items for the SRNL Safety Council meetings
- Administration of Lab-wide safety recognition programs
- Providing a single-point of contact for Operations Council Executive Committee safety issues

MEMBERSHIP: The SRNL Safety Steering Committee membership is composed of the following:

Safety Steering Committee chair – appointed by the SRNL Operations Council Executive Committee

The chair of each of the following SRNL standing safety committees:

- BBS LSIT
- Safety Activities Committee
- Radiological Improvement Committee
- Chemical Safety Committee
- Chair of any other SRNL safety committee as designated by the SRNL Operations Council

Manager of SRNL RCO, IH and Safety Section

SRNL Safety Engineer

SRNL Safety Programs

Representative of Laboratory Services Department (designated by Laboratory Services management)

Any other person as appointed by the SRNL Operations Council Executive Committee

OFFICERS: The officers of the SRNL Safety Steering Committee are the Committee Chairperson and the Vice-Chairperson . The Vice-Chair is the Chair-Elect and assumes the position of Committee Chair following the term of the current Chair. The Chair and the Vice-Chair are selected and appointed by the SRNL Operations Council Executive Committee and may be (but are not required to be) members of other SRNL standing safety committees.

Both the Chair and Vice-Chair serve in their respective roles for a period of one year, with extension as needed if requested by the SRNL Operations Council Executive Committee.

ROLES AND RESPONSIBILITIES: The Chairperson of the SRNL Safety Steering Committee is responsible for:

- Setting the agenda and leading committee meetings
- Calling special Committee meetings as needed
- Presenting issues to the Committee for action and decisions
- Creating special ad hoc subcommittees to deal with specific issues, as needed
- Communicating results and recommendations to the SRNL Operations Council Executive Committee

The Vice-Chair is responsible for:

- Assisting the Chair in setting the agenda for Committee meetings
- Acting for the Chair as directed.

Committee members are responsible for:

- Participating in Committee deliberations and discussions of issues important to SRNL
- Representing their organization, program or committee in Committee meetings
- Communicating Committee decisions and actions to their organizations
- Bringing issues from their organization, program or committee to the Committee
- Serving on subcommittees as needed
- Performing other tasks as directed by the Chair

PRACTICES: SRNL Safety Steering Committee decisions shall require a majority vote of the assembled members constituting a quorum. A simple majority of the Committee membership constitutes a quorum.

The Committee will normally meet monthly, though the Committee may change the meeting frequency as necessary to meet needs. Additional special meetings may be called by the Chair, as necessary, to address critical issues.

The Committee has the authority to charter special ad hoc subcommittees, as needed, to address specific issues. Each subcommittee will have a duration determined by the Committee. Subcommittees may be used for:

- * assessment of specific issues
- * identification of solutions to identified issues
- * preparation of recommendations to the Committee
- * other purposes as determined by the Committee

The Committee may amend this charter through the approval of a simple majority of the assembled members, constituting a quorum. The amended charter must also be approved by the Operations Council Executive Committee.

SPONSORSHIP: The SRNL Safety Steering Committee is sponsored by the SRNL Operations Council Executive Committee.